

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, February 9, 2012 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management:
 - A. Financial Report
 - B. Recommendation to Adjust Chiropractic Benefits
 - C. Recommendation to Renew with CIGNA as Third-Party Administrator for Employee Medical, Dental and Vision Insurance
5. Recommendation to Provide Funding for an Expansion of Motlow State Community College
6. General Fund Budget Amendments:
 - A. Drug Court
 - B. Juvenile Detention
 - C. Sheriff's Department/Jail (6)
 - D. Correctional Work Center (2)
 - E. Employee Insurance (Various Departments)
7. Solid Waste/Sanitation Fund Budget Amendments
 - A. Employee Insurance
 - B. Miscellaneous/Judgments
8. Industrial/Economic Development Fund Budget Amendment
9. Highway Fund Budget Amendment
10. General Purpose School Fund Budget Amendments
11. Agreement with Tennessee Department of Health for the Support of the Rutherford County Health Department
12. Grant Contract with Tennessee Emergency Management Agency for 2011 Homeland Security Grant
13. Request from County Fire Chief for Permission to Submit Grant Applications Under the FY 2011 SAFER Grant Program
14. Approval of Form CT-0253, Report on Debt Obligation
15. Direct Deposit Policy
16. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the January 5, 2012 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending January 31, 2012.
4. The Risk Management:
 - A. The Risk Management Director will present the monthly Insurance Financial Report.
 - B. The Risk Management Director will request approval of a recommendation from the Insurance & Benefits Committee to adjust the chiropractic benefits to fall under the \$150.00 deductible and to pay at 80% in network.
 - C. The Risk Management Director will request approval of a recommendation from the Insurance Committee to renew with CIGNA as the third-party administrator for the Rutherford County employees' medical, dental and vision insurance plan effective July 1, 2012.
5. Motlow State Community College is currently conducting a fundraising effort to raise \$2,700,000 for a new facility in Smyrna to house classes, tutoring and labs of 35,000 square feet estimated at \$10,400,000. The project is currently on the State of Tennessee capital projects list. \$397,350 is needed to finish the fundraising to secure the 35,000 square foot building. The Health & Education Committee was advised that Motlow was requesting a one-time gift of \$200,000 from the City of Murfreesboro, as well as Rutherford County. The Health & Education Committee voted unanimously by roll call vote to support the request of Motlow State Community College of \$200,000 with the funding to be split \$100,000 this fiscal year and \$100,000 next fiscal year from the Development Tax.

6. General Fund Budget Amendments:

- A. The Drug Court Coordinator will be requesting approval of the following budget transfer to provide funding to pay the accumulated leave for an employee who left employment:

From: 101-53330-189 – Other Salaries/Wages -	\$ 531
To: 101-53330-187 – Overtime Pay -	\$ 531

- B. Under the direction of the prior workhouse director, it was understood by the Finance Department that the maintenance agreements for the security systems at both the Correctional Work Center and Juvenile Detention would be included in the budget of the Work Center. The bill for the maintenance agreements was not paid during the last fiscal year and remaining appropriated funds lapsed to fund balance at the close of the fiscal year. The Work Center is now current having paid last year and the current year's maintenance agreement for their building. There is still an amount associated with juvenile detention left unpaid and no funds appropriated to pay. The Juvenile Detention Center Director will be requesting approval of the following budget amendment to pay the maintenance agreement for the Juvenile Detention building for the security system:

From: 101-39000 – Unassigned Fund Balance -	\$5,550
To: 101-54240-334 – Maintenance Agreements -	\$5,550

- C. The Sheriff's Department will be requesting approval of the following budget amendments to transfer \$1,500 from the Sheriff's budget to the Detention budget for maintenance and repairs to the building; to recognize revenue from the SCAAP Grant to be used for Maintenance & Repairs to the building; to transfer \$5,000 within the budget for sound suppressors needed for the SRO Division; and to transfer \$10,000 within the Detention budget for custodial supplies:

From: 101-54110-708 – Sheriff/Communication Equipment -	\$ 1,500
To: 101-54210-335 – Jail/Maint./Repair Building -	\$ 1,500

Explanation of Agenda Items (cont'd)

Increase Revenue:	101-47990 – Direct Federal Revenue -	\$10,959
Increase Expend.:	101-54210-335 –Jail/Maint./Repair Building -	\$10,959

From:	101-54110-429 – Instructional Supplies -	\$ 5,000
To:	101-54110-499 – Other Supplies/Materials -	\$ 5,000

From:	101-54210-710 – Food Service Equipment -	\$10,000
To:	101-54210-410 – Custodial Supplies -	\$10,000

The Sheriff's Department will also be requesting approval of the following budget amendments to transfer from the Sheriff's Department budget to the Detention budget to cover a shortage in the Overtime Pay and the related benefits; to amend \$47,975 to replenish the Building Improvements Account for kitchen repairs:

From Sheriff's Department:

101-54110-187 – Overtime Pay -	\$20,000
101-54110-201 – Social Security -	1,240
101-54110-204 – State Retirement -	2,528
101-54110-212 – Employer Medicare -	290
101-54110-536 – Hazardous Waste Cleanup -	20,000

To Jail:

101-54210-187 – Overtime Pay -	\$36,600
101-54210-201 – Social Security -	2,282
101-54210-204 – State Retirement -	4,636
101-54210-212 – Employer Medicare -	540

From:	101-34525 – Restricted for Public Safety -	\$47,975
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To:	101-54210-707 – Building Improvements -	\$37,082
	101-54210-187 – Overtime Pay -	9,055
	101-54210-201 – Social Security -	561
	101-54210-204 – State Retirement -	1,146
	101-54210-212 – Employer Medicare -	131

- D. The Correctional Work Center Superintendent will be requesting approval of the following budget transfers to provide funding to complete the fiscal year for Maintenance & Repair of Buildings, Maintenance & Repair of Equipment, and Prisoners Clothing. Due to a lieutenant vacancy for half of the year, money is available in the lieutenant account and the related benefits:

From:	101-54220-110 – Lieutenants -	\$22,000
	101-54220-201 – Social Security -	550
	101-54220-204 – State Retirement -	1,500

To:	101-54220-335 – Maint./Repair Buildings -	\$ 7,000
	101-54220-336 – Maint./Repair Equipment -	7,650
	101-54220-441 – Prisoners Clothing -	9,400

The County Mayor will be requesting approval of the following budget amendment to provide funding for additional cameras at the Correctional Work Center:

From:	101-51300-599 – County Mayor/Other Charges -	\$12,888
To:	101-54220-790 – RCCWC/Other Equipment -	\$12,888

Explanation of Agenda Items (cont'd)

- E. As a result of open enrollment and changes in coverage on the employee insurance plan, new elections have been put in place. The Finance Director will be requesting approval of budget amendments to provide adequate funding for the Employee Insurance Accounts for various departments in the General Fund reflecting where the actual insurance costs will be paid.

7. **Solid Waste/Sanitation Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of the following budget amendments for the Solid Waste/Sanitation Fund to provide additional funding for the Employee Insurance Accounts as a result of open enrollment on the employee insurance plan and changes to employees' individual coverage. The amendment reflects where the actual insurance costs will be paid:

From: 116-34730 – Assigned for Public Health & Welfare - \$10,620

To: 116-55720-205 – Litter Pickup/Employee Insurance - \$ 1,780
116-55732-205 – Convenience Centers/Employee Ins. - 2,240
116-55754-205 – Landfill/Employee Insurance - 6,600

The Finance Director will be requesting approval of the following budget amendment to provide additional funding to transfer to the Self-Insurance Fund for the payment of liability claims for the Solid Waste Fund:

116-34730 – Assigned for Public Health & Welfare - \$10,000
116-58900-505 – Miscellaneous/Judgments - \$10,000

8. **Industrial/Economic Development Fund:**

Rutherford County authorized a loan to Wherry Housing for \$1,279,297 for a term of 303 months at an interest rate of 10%, with the first payment due January, 1994 and the last payment due March 2019. On January 31, 2012, Wherry Housing officials paid in full the principal amount owed to Rutherford County (\$714,196.04). A portion of the original note included legal fees due to Cope, Hudson, Reed & McCreary. The Finance Director will request approval of the following budget amendment reducing the amount budgeted for interest for the rest of the fiscal year and providing an appropriation to return the legal fees:

Decrease Revenue: 119-44110 – Investment Income - \$26,298

Increase Revenue: 119-44540 – Sale of Property - \$747,130

Increase Expend.: 119-58120-331 – Legal Services - \$ 21,516

Increase Assigned for Other Operations: 119-34745 - \$699,316

9. **Highway Fund Budget Amendment:**

The Highway Superintendent will be requesting approval of the following budget amendment to provide additional funding to pay unemployment compensation:

From: 131-68000-714 – Highway Equipment - \$ 10,000
To: 131-66000-210 – Unemployment Compensation - \$ 10,000

10. **General Purpose School Fund Budget Amendments:**

- A. The Director of Schools will be requesting approval of budget amendments to reallocate \$25,867 in already budgeted classified pay and benefits to cover moving the federal projects accounting clerk entirely back into the General Purpose School budget. She has been partially paid by Title I Consolidated

Explanation of Agenda Items (cont'd)

Administration funds, but with the cuts in the Title I allocations she needs to be moved back to the General Purpose School budget. The other amendments are adjustments based on actual staff in place and vacancies. No new funds are being used.

- B. The Director of Schools will be requesting to amend \$202,148 in IDEA revenue for high-cost students and the related staff expenditures.
11. The Health Department Director will be requesting approval of an annual Agreement with the Tennessee Department of Health for the support of the Rutherford County Health Department for the term of July 1, 2011 through June 30, 2012. Rutherford County agrees to appropriate \$651,682 for the support of the Rutherford County Health Department with \$523,307 being direct local funds and \$128,375 being appropriations for which Rutherford County shall be billed.
 12. The Emergency Management Director will be requesting approval of a Grant Contract with the State of Tennessee, Department of Military, Tennessee Emergency Management Agency for the 2011 Homeland Security Grant in the amount of \$305,454, which requires no matching funds.
 13. The Rutherford County Fire Chief will be requesting permission to apply for a Staffing Grant for four full-time firefighters to be staffed 24/7, pay grade 5 with an annual salary of \$31,140 to \$33,430. FEMA will pay 100% of the Actual salary and benefits for the Staffing for Adequate Fire and Emergency Response (SAFER) funded firefighters for a two-year commitment. The county is not required to commit beyond the two-year contract.

The Fire Chief will also be requesting approval to apply for a Recruitment and Retention Grant to fund a coordinator with the same pay grade and pay as the firefighters. The county has 70 volunteers and is receiving 4-5 calls a week from new potential volunteers that see the advertisements (paid from the current SAFER grant). The coordinator will help recruit and retain the county's volunteer force. Funding is provided for periods of up to four years.

The Fire Chief is also planning to request four-year long-term disability and life insurance policies for all of the volunteers under the grant request.

No cost share match is required for either grant.

14. The Finance Director will be requesting approval of a Form CT-0253, Report on Debt Obligation.
15. The Finance Director will be providing information regarding a Direct Deposit Policy regarding county employees' pay.
16. Other Business